

## Personal Property Hand Receipt

Property Issued to: <i>(Name/Telephone No.)</i>		Date:	Location:	
		Division or Branch:		
Quantity	Description of Item(s)	Serial No. / Bar Code No.		Value
<b>Statement of Responsibility:</b> I have received the item(s) listed above and accept personal responsibility for this property. As an employee of the <b>Government</b> to whom public property is entrusted, I clearly understand that: <b>(1)</b> I am responsible for the proper custody, care, and safeguarding of this property; <b>(2)</b> I am authorized to use the property for official purposes only; <b>(3)</b> I will either return the property to the issuing officer when no longer required for the purpose intended, transfer, or separation from the Government; and <b>(4)</b> If the property is lost, damaged or destroyed, I may be held financially liable and/or subject to discipline if the loss, damage or destruction resulted from my negligence, misuse, dishonesty or willful destruction.				
signature of User		Date of Issue	Property Custodian	Date Returned